

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Branch

FROM : Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 30 June 1950

Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of April, 1950.

Telephone Service Bill	\$11,270.47
Long Distance Bills	1,439.70
M.B. Private Outside Telephones	525.67
T.T. Channels, L.L.'s, P.L.'s and TWX	3,983.61
Miscellaneous	25.55
Total	\$17,245.00

The following information was requested in your memorandum dated 21 November 1949.

For the month of April, 1950:

- a. Total number and cost of outside local calls placed over switchboard, EXecutive 6115 and EXecutive 7491----
No. of calls-62,455 Cost-\$2,187.93
- b. Non-recurring installation charges for station equipment----\$967.50
- c. Recurring rental of new station equipment less value of station equipment disconnected----decrease \$56.93
- d. Non-recurring move or relocation charges for station equipment already in use----\$363.00

Also, listed below are estimated amounts for services to be rendered during the month of July 1950.

Telephone Service Bill	\$12,500.00
Long Distance Bills	1,600.00
M.B. Private Outside Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	50.00
Total	\$19,800.00

A total of 43 requisitions for services were processed by this section during the month of June 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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TO : Chief, Services Division

DATE: 6 June 1950

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SUBJECT: Report of Operations by the General Services Branch during the month of May, 1950.

Volume:

A. Requests for services on hand prior to May	42
B. Requests for services received in writing during May	167
C. Telephone calls received during the month of May	396
D. 1. Orders submitted to GSA charged to quarterly encumbrance.	125
(May allotment of quarterly encumbrance for alterations and renovations)	\$6733.00
2. Special orders submitted to GSA not charged to quarterly encumbrance - \$30,075.00	13
3. Orders submitted to GSA nonreimbursable (written and verbal)	396
4. Routine inter-office memorandums and inter-agency letters.	30
E. Orders submitted covering 09 requests - \$375.00	2
F. Requests for services on hand 31 May	72
G. 1. Space moves during May	13
2. Total personnel moved	222
3. Equipment moves	29
4. Man hours worked by GSA	1284
5. Estimated cost	\$1848.60
6. Reimbursement to GSA for laborers assigned to warehouse. 776 Man hours	\$1086.40
May allotment of quarterly encumbrance	\$5000.00
H. Protective Services (GSA Guard Posts)	
1. Reimbursable Posts \$35,100.00	31
2. Non-reimbursable Posts	26
3. May allotment of quarterly encumbrance	\$32,984.00
I. Monies paid to GSA during month of May for services rendered during month of March.	
1. GSA Guards	\$35,971.84
2. GSA Laborers and trucks	1,573.02
3. Alterations and Installations	13,689.29
4. Miscellaneous	246.92
Total	\$51,481.07

Attachment

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